

# **GENERAL SERVICES ADMINISTRATION**

## **Federal Acquisition Service** *Authorized Federal Supply Schedule Price List*

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order is available through **GSA Advantage!**<sup>™</sup>, a menu-driven database system. The INTERNET address for **GSA Advantage!**<sup>™</sup> is: **<http://www.GSAAdvantage.gov>**.

### **Schedule for – HUMAN RESOURCES & EQUAL EMPLOYMENT OPPORTUNITY SERVICES Federal Supply Group: 738X Contract Number: GS-02F-082AA**

For more information on ordering from Federal Supply Schedules click on the  
FSS Schedules button at <http://www.gsa.gov/schedules-ordering>

**Contract Period: 01/03/2013 – 01/2/2018 (+3 - “5” year options)**



<b>Contractor:</b>	<b>Veterans Management Services, Inc. (DBA: VMSI)</b> 14 Pidgeon Hill Drive Suite 500 Sterling, VA 20165 6133
<b>Business Size:</b>	Small, Veteran Owned, Service-Disabled Business - (SDVOSB)
<b>Telephone:</b>	(703) 563-4600
<b>FAX Number:</b>	(703) 563-4561
<b>Web Site:</b>	<a href="http://www.vetms.com">www.vetms.com</a>
<b>E-mail:</b>	<a href="mailto:gsa@vetms.com">gsa@vetms.com</a>
<b>Contract Administration:</b>	Jacalyn Perley

# **CUSTOMER INFORMATION:**

- 1a. **Table of Awarded Special Item Number(s) with appropriate cross-reference to page numbers:**  
595-21
- 1b. **Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply.**
- 1c. **If the Contractor is proposing hourly rates a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided. If hourly rates are not applicable, indicate "Not applicable" for this item.**
2. **Maximum Order:** \$1,000,000
3. **Minimum Order:** \$100.00
4. **Geographic Coverage (delivery Area):** Domestic and Overseas
5. **Point(s) of production (city, county, and state or foreign country):** Same as company address
6. **Discount from list prices or statement of net price:** Government net prices (discounts already deducted). See Attachment.
7. **Quantity discounts:** None Offered
8. **Prompt payment terms:** Net 30 days
- 9a. **Notification that Government purchase cards are accepted up to the micro-purchase threshold:** Yes
- 9b. **Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold:** will not accept over \$3,000
10. **Foreign items (list items by country of origin):** None
- 11a. **Time of Delivery (Contractor insert number of days):** Specified on the Task Order
- 11b. **Expedited Delivery. The Contractor will insert the sentence "Items available for expedited delivery are noted in this price list." under this heading. The Contractor may use a symbol of its choosing to highlight items in its price list that have expedited delivery:** Contact Contractor
- 11c. **Overnight and 2-day delivery. The Contractor will indicate whether overnight and 2-day delivery is available. Also, the Contractor will indicate that the schedule customer may contact the Contractor for rates for overnight and 2-day delivery:** Contact Contractor
- 11d. **Urgent Requirements. The Contractor will note in its price list the "Urgent Requirements" clause of its contract and advise agencies that they can also contact the Contractor's representative to affect a faster delivery:** Contact Contractor

12. **F.O.B Points(s):** Destination
- 13a. **Ordering Address(es):** Same as Contractor
- 13b. **Ordering procedures:** For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's), and a sample BPA can be found at the GSA/FSS Schedule homepage ([fss.gsa.gov/schedules](http://fss.gsa.gov/schedules)).
14. **Payment address (es):** Same as company address
15. **Warranty provision:** Contractor's standard commercial warranty.
16. **Export Packing Charges (if applicable):** N/A
17. **Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level):** Contact Contractor
18. **Terms and conditions of rental, maintenance, and repair (if applicable):** N/A
19. **Terms and conditions of installation (if applicable):** N/A
20. **Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable):** N/A
- 20a. **Terms and conditions for any other services (if applicable):** N/A
21. **List of service and distribution points (if applicable):** N/A
22. **List of participating dealers (if applicable):** N/A
23. **Preventive maintenance (if applicable):** N/A
- 24a. **Environmental attributes, e.g., recycled content, energy efficiency, and/or reduced pollutants:** N/A
- 24b. **If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contractor's website or other location.) The EIT standards can be found at:** [www.Section508.gov/](http://www.Section508.gov/).
25. **Data Universal Numbering System (DUNS) number:** 83-1299909
26. **Notification regarding registration in SAM Central Contractor Registration (CCR) database:**  
Registered

## GSA Awarded Rates:

Labor Category	Minimum Education	Minimum Experience	GSA Awarded Rate
Subject Matter Expert II	BA/BS	12	\$209.47
Subject Matter Expert I	BA/BS	10	\$158.60
Sr. Program/Project Manager I	BA/BS	8	\$140.53
Program/Project Manager	BA/BS	6	\$103.26
Program/Project Support Specialist	BA/BS	4	\$79.45
Program/Project Management Coordinator	High School	2	\$91.39
Program/Project Management Assistant	High School	1	\$44.60
Program/Project Analyst III	BA/BS	6	\$93.65
Program/Project Analyst II	BA/BS	3	\$56.75
Program/Project Analyst I	BA/BS	1	\$49.18
Acquisition Specialist VI	BA/BS	8	\$114.66
Acquisition Specialist V	BA/BS	7	\$101.22
Acquisition Specialist IV	BA/BS	6	\$76.07
Acquisition Specialist III	BA/BS	4	\$69.57
Acquisition Specialist II	BA/BS	2	\$63.62
Acquisition Specialist I	BA/BS	1	\$50.09
Procurement Analyst III	High School	3	\$61.75
Procurement Analyst II	High School	2	\$51.51
Procurement Analyst I	High School	1	\$41.17
Financial / Budget Analyst III	BA/BS	5	\$76.05
Financial / Budget Analyst II	BA/BS	2	\$54.43
Financial / Budget Analyst I	BA/BS	1	\$48.03
Executive Assistant I	BA/BS	5	\$64.03
Administrative Assistant II **	High School	2	\$49.24
Administrative Assistant I **	High School	1	\$39.64

<b>Analyst IV</b>	BA/BS	10	\$127.57
<b>Analyst III</b>	BA/BS	3	\$64.31
<b>Analyst II</b>	BA/BS	2	\$47.67
<b>Analyst I</b>	High School	1	\$35.57
<b>Technical Writer</b>	BA/BS	6	\$84.38
<b>HR / Personnel Support Specialist III</b>	BA/BS	5	\$85.89
<b>HR / Personnel Support Specialist II</b>	BA/BS	2	\$50.81
<b>HR / Personnel Support Specialist I</b>	High School	1	\$42.42

\*\*SCA applicable

## Labor Category Descriptions:

Education: An Associate's degree will equal - 2 years of experience. A Bachelor's degree will equal - 4 years of experience. A Master's Degree will equal - 6 years of experience. A Doctorate will equal - 8 years of experience.

Experience: For every year of applicable experience, the person shall be credited with one year of degree qualifications toward the values stated in the labor category descriptions.

GSA and/or the ordering activities may have access to any VMSI Services employee resume (by request) before, during, or after assignment of any GSA order. If for some extenuating reason a person assigned to an order must be replaced or substituted, the ordering activity will be notified in advance, in writing, and the substituted personnel will meet or exceed the required qualifications for the departing employee's labor category.

Labor Category	Education	Years of Experience	Functional Responsibility
Subject Matter Expert II	BA/BS	12	Functions at a Subject Matter Expert level capacity. Provides guidance, analysis, and consulting services at a highly technical capacity. Ability to simultaneously manage, coordinate and pursue multiple, complex projects and activities.
Subject Matter Expert I	BA/BS	10	Functions at a Subject Matter Expert level capacity. Provides guidance, analysis, and consulting services at a highly technical capacity. Ability to simultaneously manage, coordinate and pursue multiple, complex projects and activities.
Sr. Program/Project Manager I	BA/BS	8	Functions in a senior-level Program / Project Manager role directing the planning and management of single or multiple projects and retains overall responsibility for performance including cost, schedule, deliverables and contractual compliance. Responsible for overall success of the project/projects and ensures goals and standards are successfully implemented. Serves as the senior liaison to government and outside representatives and coordinates activities of support personnel. Has authority and responsibility to identify and commit resources required to support effort. Crafts and enforces quality control programs.
Program/Project Manager	BA/BS	6	Functions in a mid-level Program / Project Manager role supporting the planning and management of single or multiple projects and supports senior program managers in tracking performance including cost, schedule, deliverables and contractual compliance. Ensures management goals and standards are successfully implemented. Possesses some experience and skills necessary to perform the following tasks: Organize, direct, and coordinate planning and implementation of program / project support activities. Interface with government personnel. Formulate and review project feasibility studies, determine costs, ensure conformance to work standards. Interpret policies, purposes, and goals of the organizations for subordinates.

Labor Category	Education	Years of Experience	Functional Responsibility
Program/Project Support Specialist	BA/BA	4	Functions in a program/project support specialist role serving as a coordinator supporting the planning and management of single or multiple projects and supports senior program/project managers. Assists in designing, coordinating, developing, and documenting proposed organization designs, and/or changes in business/programmatic processes, procedures, and/or products. Works with users to define business improvement objectives. Performs initial reviews of existing processes, procedures, and/or products.
Program/Project Management Coordinator	HS diploma	2	Functions in a junior level Program / Project Management Coordinator capacity serving as a coordinator supporting the planning and management of single or multiple projects and supports senior program managers in tracking performance including cost, schedule, deliverables and contractual compliance. Ensures management goals and standards are successfully implemented.
Program/Project Management Assistant	HS Diploma	1	Functions in a junior level Program / Project Management Assistant capacity serving in an administrative capacity with specific tasks associated with program and project management, supporting the planning and management of single or multiple projects and supports senior program managers in tracking performance including cost, schedule, deliverables and contractual compliance.
Program/Project Analyst III	BA/BA	6	Functions in a program/project analyst role. Provides technical knowledge, advice and recommendations on the effectiveness and efficiency of government programs. Analyzes the problem and the information to be processed. Evaluates and provides management with advice and recommendations on the effectiveness and efficiency of government programs. Involves applying advanced or specialized knowledge of the substantive nature of agency programs and activities; agency missions, policies, and objectives; management principles and processes; and the analytical and evaluative methods and techniques for assessing program development or execution. Provides functional expertise guidance and assistance to other program analysts.
Program/Project Analyst I	BA/BA	3	Functions in a program/project analyst role. Assists in designing, coordinating, developing, and documenting proposed organization designs, and/or changes in business/programmatic processes, procedures, and/or products. Performs initial reviews of existing processes, procedures, and/or products. Assists in the development of recommendations for modifications/ changes to improve systems, processes, or products.

Labor Category	Education	Years of Experience	Functional Responsibility
Program/Project Analyst I	BA/BA	1	Functions in a program/project analyst role. Assists in designing, coordinating, developing, and documenting proposed organization designs, and/or changes in business/programmatic processes, procedures, and/or products. Performs initial reviews of existing processes, procedures, and/or products. Assists in the development of recommendations for modifications/ changes to improve systems, processes, or products.
Acquisition/Contract Specialist VI	BA/BS	8	Functions in a senior-level contract specialist capacity. Carries out pre-determined and recurring cradle to grave contract administration duties. May serve in a management role. Functions may include acquisition planning, proposal solicitation preparation, market research/analysis, selection and administration of terms and conditions, cost/price analysis, negotiation, preparation of contract modifications, evaluation of performance, contract termination, and contract closeout. Knowledge and exposure to cost reimbursement/cost sharing contracts and review of claims and equitable adjustments. Ability to simultaneously manage, coordinate and pursue multiple, complex projects and activities. Extensive knowledge of the FAR and/or DFAR.
Acquisition/Contract Specialist V	BA/BS	7	Functions in a senior-level contract specialist capacity. Carries out pre-determined and recurring contract administration duties. May serve in a management role. Functions may include acquisition planning, proposal solicitation preparation, SOW development, market research/analysis, selection and administration of terms and conditions, cost/price analysis, negotiation, preparation of contract modifications, evaluation of performance, contract termination, and contract closeout. Extensive knowledge and exposure to different contract types. Extensive knowledge of FAR and/or DFAR.
Acquisition/Contract Specialist IV	BA/BS	6	Functions in a senior-level contract specialist capacity. Carries out pre-determined and recurring contract administration duties. May serve in a management role. Functions may include acquisition planning, proposal solicitation preparation, SOW development, market research/analysis, selection and administration of terms and conditions, cost/price analysis, negotiation, preparation of contract modifications, evaluation of performance, contract termination, and contract closeout. Extensive knowledge and exposure to different contract types. Extensive knowledge of FAR and/or DFAR.



Labor Category	Education	Years of Experience	Functional Responsibility
Acquisition/Contract Specialist III	BA/BS	4	Functions in a Mid-Level contract specialist capacity. Under guidance, carries out pre-determined and recurring tasks which are designed to provide broad, but limited exposure to the contracts profession. Assignments may include, but are not limited to general cradle to grave contract administration. Limited support functions may include acquisition planning, proposal solicitation preparation, market research/analysis, selection and administration of terms and conditions, negotiation and preparation of contract modifications, cost/price analysis, evaluation of performance, contract termination, and contract close-out. Exposure to FAR and/or DFAR.
Acquisition/Contract Specialist II	BA/BS	2	Functions in a junior level contract specialist capacity. Under guidance, carries out pre-determined and recurring tasks which are designed to provide broad, but limited exposure to the contracts profession. Assignments may include, but are not limited to general cradle to grave contract administration. Limited support functions may include acquisition planning, proposal solicitation preparation, market research/analysis, selection and administration of terms and conditions, negotiation and preparation of contract modifications, cost/price analysis, evaluation of performance, contract termination, and contract close-out. Exposure to FAR and/or DFAR.
Acquisition/Contract Specialist I	BA/BS	1	Functions in a junior level contract specialist capacity. Under guidance, carries out pre-determined and recurring tasks which are designed to provide broad, but limited exposure to the contracts profession. Assignments may include, but are not limited to general contracts support in all stages of contracting lifecycle. Exposure to FAR and/or DFAR.
Procurement Analyst III	HS Diploma	3	Functions in a Mid-Level procurement capacity. Under guidance, carries out pre-determined and recurring tasks which are designed to provide broad, but limited exposure to the procurement profession. Assignments may include, but are not limited to general procurement or purchasing administration.
Procurement Analyst II	HS Diploma	2	Functions in a junior level procurement capacity. Under guidance, carries out pre-determined and recurring tasks which are designed to provide broad, but limited exposure to the procurement profession. Assignments may include, but are not limited to general procurement or purchasing administration.
Procurement Analyst I	HS Diploma	1	Functions in a junior level procurement capacity. Under guidance, carries out pre-determined and recurring tasks which are designed to provide broad, but limited exposure to the procurement profession. Assignments may include, but are not limited to general procurement or purchasing administration.

Labor Category	Education	Years of Experience	Functional Responsibility
Financial / Budget Analyst III	BA/BS	5	Functions in a mid-level Financial / Budget Analyst performing business and/or financial management tasks for commercial or government organizations. Demonstrated in depth knowledge of and skill related to business, finance, and/or information technology area of expertise. Develops and implements systems and creates and maintains databases. Prepares technical documentation, reports, and other deliverables for client approval. Supports team and helps administer implementation and testing. Participates in planning of engagement and is responsible for all tasks delegated by Managers.
Financial / Budget Analyst II	BA/BS	2	Functions in a mid-level Financial / Budget Analyst role performing business and/or financial management tasks for commercial or government organizations. Demonstrated ability to perform business and/or financial management tasks. Provides technical knowledge in their area of expertise, work individually and on teams to support the completion of project specific tasks within estimated time frames and budget constraints and interface with the client on a day-to-day basis. Apply specific expertise to practical issues they identify, or those presented by the client. Assist in formulating solutions, preparing reports, studies and documentation while supporting presentations and client meetings.
Financial / Budget Analyst I	BA/BS	1	Functions in and provides junior financial and budget support. Experience in performing business and/or financial management tasks for commercial or government organizations. Strong written and oral communication skills. Work individually and on teams to support the completion of project specific tasks within estimated time frames and budget constraints and interface with the client on a day-to-day basis. Assist in formulating solutions, preparing reports, studies and documentation while supporting presentations and client meetings.
Executive Assistant I	BA/BS	5	Functions in an Executive Assistant role providing administrative support in a management environment. Personal computer literate with knowledge of email, word processing, and spreadsheet software. Uses common office equipment, e.g., facsimile (fax) machines, copiers, projectors, and PC printers. Performs high quality project support. Will contact most levels of Government/client personnel. Handles confidential information. Maintains logs, records, archives and/or working files. Given minimum instruction and supervision, handles correspondence, prepares reports, arranges meetings and/or travel arrangements.

Labor Category	Education	Years of Experience	Functional Responsibility
Administrative Assistant II	HS diploma	2	Functions in a mid-level Administrative Assistant role providing administrative support in a management environment. Personal computer literate with knowledge of email, word processing, and spreadsheet software. Uses common office equipment, e.g., facsimile (fax) machines, copiers, projectors, and PC printers. Performs high quality project support. Will contact most levels of Government/client personnel. Handles confidential information. Maintains logs, records, archives and/or working files. Given minimum instruction and supervision, handles correspondence, prepares reports, arranges meetings and/or travel arrangements.
Administrative Assistant I	HS diploma	1	Functions in a junior level Administrative Assistant role providing administrative support in a management environment. Personal computer literate with knowledge of email, word processing, and spreadsheet software. Uses common office equipment, e.g., facsimile (fax) machines, copiers, projectors, and PC printers. Performs administrative/technical support as directed, with continual supervision. Applies skills and knowledge in data management, document control, computer support, project control, and related areas to individual and team efforts.
Analyst IV	BA/BS	10	Functions in an analyst role. May provide leadership and guidance to the program and technical staff in identifying and investigating challenges involving strategy, policy, performance, process, and technical issues related to project requirements. Works with the client and users to determine requirements. Works as a multifunction analyst that provides document support and development including but not limited to the development of manuals, policies, procedures, SOP's, reports, manuals, briefs, catalogs, presentations and other professional documents. May manage or direct other project staff.
Analyst III	BA/BS	3	Functions in an analyst role. Works as a multifunction analyst that provides document support and development including but not limited to the development of manuals, policies, procedures, SOP's, reports, manuals, briefs, catalogs, presentations and other professional documents. May develop and recommend resolutions to problems for project requirements.
Analyst II	BA/BS	2	Functions in an analyst role. Works as a multifunction analyst that provides document support and development including but not limited to the development of manuals, policies, procedures, SOP's, reports, manuals, briefs, catalogs, presentations and other professional documents. May develop and recommend resolutions to problems for project requirements.
Analyst I	HS Diploma	1	Works as a multifunction analyst that provides document support and development including but not limited to the development of manuals, policies, procedures, SOP's, reports, manuals, briefs, catalogs, presentations and other professional documents.

Labor Category	Education	Years of Experience	Functional Responsibility
Technical Writer	BA/BS	6	Functions in a technical writer role. May organize material and complete writing assignment according to set standards regarding order, clarity, conciseness, style, and terminology. May maintain records and files of work and revisions. Edit, standardize, or make changes to material prepared by other writers or establishment personnel. Duties may include writing, edition, graphics and charts to illustrate material.
HR / Personnel Support Specialist III	BA/BS	5	Functions in a mid-level HR / Personnel Support Specialist role performing duties in one or more areas such as classification, staffing, recruiting, benefits administration, employee relations or labor relations. May specialize in one or more disciplines. Works independent of supervision on routine assignments. Develops and implements new employee orientation programs and may design and administer exit interviews. May serve as a team leader for other HR / Personnel Support Specialists.
HR / Personnel Support Specialist II	BA/BS	2	Functions in a junior to mid-level HR / Personnel Support Specialist role performing duties in one or more areas such as classification, staffing, recruiting, benefits administration, employee relations or labor relations. Works under the supervision of a more seasoned HR generalist or specialist. May conduct employee orientation or conduct exit interviews.
HR / Personnel Support Specialist I	HS diploma	1	Functions in an entry to junior level HR / Personnel Support Specialist role working with Human Resource Information Systems (HRIS) Provides assistance on employee records. Processes personnel transactions. Prepares human resource reports. Supports day to day HR operations.

### Service Contract Act (SCA) Matrix

SCA Eligible Labor Category	SCA Equivalent Code Title	Wage Determination No.
Administrative Assistant II	01280	05-2103
Administrative Assistant I	01280	05-2103

The Service Contract Act (SCA) is applicable to this contract and it includes SCA applicable labor categories. The prices for the cited SCA labor categories are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCA matrix and above. The prices offered are based on the preponderance of where work is performed and should the contractor perform in an area with lower SCA rates, resulting in lower wages being paid, the task order prices will be discounted accordingly.